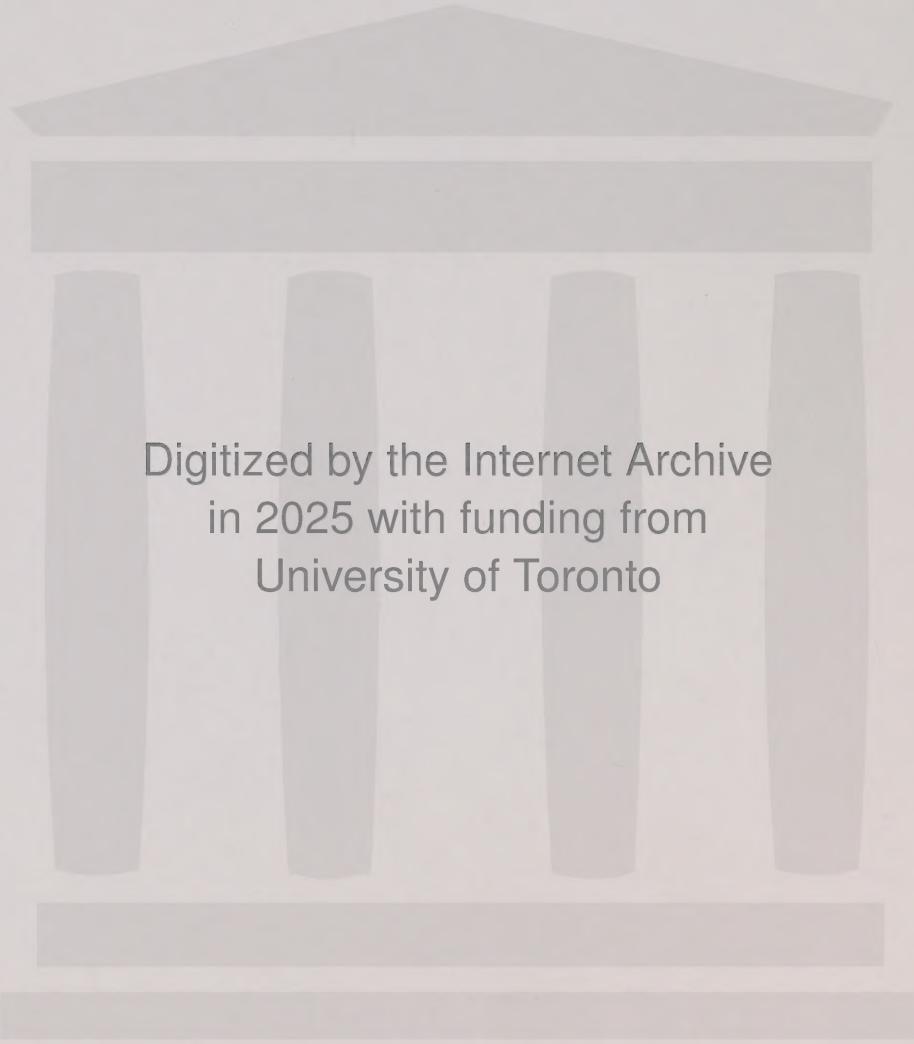




Ontario Department of Education

Correspondence Courses 1970-71

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Correspondence Courses 1970-1971

Elementary School, Secondary School and Vocational Courses

Ontario Department of Education



This booklet, which is an annual publication of the Correspondence Courses Branch, should be retained by students and by educators directly interested, or passed along to other persons to whom it may be useful.

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I Foreword

The Ontario Department of Education through its Correspondence Courses program provides an opportunity for school-age students to gain education from Grade 1 to Grade 13 when deprived of regular school attendance, and for adults to upgrade their education from Grade 7 to Grade 13.

The Correspondence Courses Branch endeavours to make this free opportunity attractive and worthwhile by employing outstanding teachers in the province to write lessons, by revising courses whenever curriculum changes or needs of students indicate the necessity, and by having experienced teachers read the student assignments and give helpful comments, explanations and encouragement.

Larger numbers every year take advantage of the opportunity; 49,978 were enrolled in 1969-1970. Most of the children enrolled successfully completed a grade; many adults gained standing in senior elementary school subjects; still more gained standing in secondary school subjects; many completed the requirements for and were granted Secondary School Graduation and Honour Graduation Diplomas. It is expected that the number will continue to grow in 1970-1971. However large enrolment becomes, the Branch will maintain, and improve wherever possible, the service it has given in the past.

The members of the Correspondence Courses staff listed on the opposite page will be glad to assist students, by letter, by telephone, or by personal interview, in planning programs of courses.

II Elementary School Correspondence Courses

1. Elementary School Correspondence Courses for Children Under Sixteen Years of Age

Elementary school correspondence courses in Grades 1 to 8 are available for children who are unable to attend school. They are offered in English for English-speaking students, and in French and English for French-speaking students.

Any child living in Ontario who is six years of age or over, and under the age of sixteen, and who is unable to attend school for a period of three months or more, may be enrolled. A child normally resident in Ontario, but living temporarily outside Canada and unable to attend a school in which the Ontario curriculum is taught, may be enrolled.

A child may begin a course at any time of the school year. If he is in good health, he should spend as much time on his studies each day as he would if he were attending school. By so doing, he will be able to keep up with the daily assignments and complete the work of a whole grade in a year. When he completes the grade satisfactorily, he earns a certificate of promotion. Pupils living in Ontario are expected to take a vacation in July and August as they would if attending school.

Parents wishing to apply for elementary school enrolment for a child under sixteen years of age should complete Form A and return it, together with the child's last school report and either a doctor's certificate if the child is not well enough to attend school, or a recommendation for enrolment from the local Area Superintendent of Schools if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the probable duration of the child's absence from school. No certificate or recommendation is required for children going overseas.

There is no fee for any of the elementary school courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils, and stamped envelopes for mailing lessons are provided for pupils living in Canada. Textbooks are lent free of charge. Pupils must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

A parent applying for a correspondence course for a child temporarily resident outside Canada must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons. All material from this office is addressed to the liaison. Applicants should instruct the liaison to repack it, print on it the pupil's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient postage to carry the material to its foreign destination.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays to and from distant locations may take a good deal of the value from teachers' comments and corrections, children gain a certain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. It is particularly important that students in Grades 7 and 8 submit their completed lessons for correction to make sure they have the foundation for secondary school. Parents should note that any lesson sent in for marking must contain all assignments in every subject. Part-lessons will not be marked.

2. Elementary School Correspondence Courses for Persons Sixteen Years of Age and Over

The Department of Education provides free correspondence courses in English and Mathematics at the senior elementary school level for persons sixteen years of age and over. The courses are designated as *English E80 and Mathematics M80*.

English E80 is a basic course in English grammar and composition, and covers approximately the work of Grades 7 and 8. The course makes use of a variety of textbooks, including a speller, a book of poetry and prose selections, a novel, and language workbooks. Vocabulary study through the use of a dictionary is emphasized. Completion of this course qualifies a student to enrol in English E111.

Mathematics M80 is a twenty-lesson course explaining basic arithmetic and giving practice. Easy methods are gradually developed for working with whole numbers, fractions, decimals and percentages and for applying the skills in problems. The approach is traditional and practical. After completing this course, students should be ready to continue with the secondary school course M250 (a basic course in Business Mathematics). Men students who are interested in applying traditional secondary school Mathematics to shop work should continue with Mathematics M100.

Any person living in Ontario, sixteen years of age and over, who is not attending a regular day school or private school, may be enrolled in these courses. Any person normally resident in Ontario but living temporarily outside Ontario may be enrolled. This includes Ontario persons who are members of the Canadian Armed Services. Any member of the Canadian Armed Services, no matter what his home province, may be enrolled when on duty outside Canada.

There is no fee for these courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all students and stamped envelopes for mailing lessons are provided for students living in Canada. Textbooks are lent free of charge. Students must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

A student may begin either English E80 or Mathematics M80 at any time of the year. When he completes satisfactorily the lessons in either subject, he will be given a certificate and he may proceed to secondary school level courses in the subject.

An applicant living temporarily outside Canada must give the name and address of a person in Ontario who will assume the responsibility of forwarding books and lessons to him. All material from this office is addressed to the liaison. Applicants should instruct the liaison to repack it, print on it the student's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient postage to carry the material to its foreign destination.

An applicant for enrolment should complete and return Application Form E.

III Secondary School Correspondence Courses

1. Introduction

Department of Education correspondence courses provide a way other than school attendance for persons to continue their education. Students enrol for many reasons — to earn admission to an institution of higher learning or course of training, to gain promotion where they are employed, to qualify for secondary school certificates, or to study for personal satisfaction and enjoyment.

Correspondence courses offer some advantages over other methods of study. Adult students may begin a subject at any time of the year and, as long as they submit satisfactory work, they may proceed at their own rate. They may suspend studies for a period in which they are unable to work at lesson assignments and resume studies, as soon as they can, from the point at which they discontinued. They can complete a correspondence subject and obtain standing in the subject at any time of the year. Correspondence courses provide a means for continued study for adults who cannot attend evening classes because they work night shifts or have responsibilities which keep them at home.

2. Conditions for Enrolment

i) Any resident of the Province of Ontario may be enrolled if he cannot attend a secondary day school or private school. A student is not eligible for enrolment during the summer vacation that follows attendance at school unless he was registered in the final year for completing his secondary school program and does not intend to return to school in September.

Students should remain at school as long as possible; they should not let the availability of correspondence courses influence them to leave. The correspondence course in any subject is comparable in scope and difficulty to a course in the same subject taken in school, and is likely to require one or more hours study a day for a minimum of five or six months.

A student who must be absent from school for a period of only two or three months during the school year should try to obtain from the school he has been attending the help he needs to keep up his studies. Since the order of the topics and the selection of the authorized textbooks on which the correspondence courses are based may differ from those being used in his regular class, enrolment in correspondence courses to cover a short period of absence from school is unlikely to be beneficial. Courses cannot be altered to suit textbooks other than those already chosen by the Correspondence Courses Branch.

A student registered in an Adult Retraining Program or Academic Upgrading Program at a College of Applied Arts and Technology or other institution is not eligible for enrolment.

ii) Any person normally resident in Ontario but living temporarily outside Ontario may be enrolled. This includes Ontario persons who are members of the Canadian Armed Services.

iii) Any member of the Canadian Armed Services, no matter what his home province, may be enrolled when on duty outside Canada. If Ontario is not his home province and he does not reside in Ontario on his return to Canada, his enrolment may be continued only until he completes the courses he was given while he was stationed abroad.

A member of the Canadian Armed Services who has done some secondary school work in a province other than Ontario, and hopes by means of correspondence courses to complete subjects he needs to qualify for a school certificate from that province, is advised to apply to the Department of Education of his home province for the subjects he requires. Subjects completed through Ontario correspondence courses confer standing for certificates issued by Ontario, but they may not confer standing towards secondary school certificates issued by other provinces. In each province the Department of Education sets the requirements for the school certificates it issues.

3. Courses Offered

On the following pages the courses offered are grouped according to subject. The order in which the courses in any subject are listed shows the usual sequence of study, the course listed at the top of a series being the most elementary work in the subject and the course listed at the bottom the most advanced work in the subject. The first numeral — 1, 2, 3, 4 or 5 — of the code number of a course represents the level of difficulty of the course — first level, second level, third level, fourth level or fifth level. The five levels correspond to the five years of secondary school, so that a course with a code number beginning with 1 is a course of the difficulty of a secondary school first year (or Grade 9) course, a course with a code number beginning with 2 is a course of the difficulty of a second year (or Grade 10) course, a course with a code number beginning with 3 is a course of the difficulty of a third year (or Grade 11) course, a course with a code number beginning with 4 is a course of the difficulty of a fourth year (or Grade 12) course, and a course with a code number beginning with 5 is a Grade 13 course.

With each list of the courses in a subject there is information to assist the student in selecting a suitable level of enrolment in the subject.

English Courses

The following twenty-lesson courses are offered, from first level to Grade 13 level:

English E111
English E211
English E311
English E411
Grade 13 English E501

The following ten-lesson third and fourth level courses are offered:

English E302x
English E304x*
English E306x
English E402x*
English E404x
English E406x

* Available January 1, 1971

These courses are described on pages 32-33 of this booklet.

A mature student who has been active in the business world and has read widely should be capable of working successfully at the third level in English, even if he has done no formal work in first or second level English in secondary school; he may request enrolment in the course in English E311 or in any of the ten-lesson courses. A school-age student should request enrolment at the level following his last successful work in the subject.

English is an obligatory subject for the Secondary School Graduation Diploma (except for French-speaking students, who may choose Français instead). For Diploma standing in English a student must complete any *one* of the following combinations of courses:

- English E311 and English E411
- English E311 and any *two* of the ten-lesson English courses listed above
- Grade 11 English obtained at school and English E411
- Grade 11 English obtained at school and any *two* of the ten-lesson English courses listed above
- Grade 11 English and Grade 12 English obtained at school
- any *two* of the ten-lesson English courses listed above followed by English E411
- any *four* of the ten-lesson courses listed above

A student who has covered the obligatory work in English of the Diploma may select additional third or fourth level work in English. Any additional twenty-lesson course or *two* ten-lesson courses he completes will have the value of an additional, optional course for the Diploma.

Before proceeding to Grade 13 English E501 a student must have standing in English E411 or in an equivalent course completed at school.

Standing in Grade 13 English E501 gives two credits towards the Secondary School Honour Graduation Diploma.

Français

The following twenty-lesson courses are offered, from first level to Grade 13 level:

Français f151
Français f251
Français f351
Français f451
Grade 13 Français f551

These courses are described on page 34 of this booklet.

The courses in Français are for French-speaking students. A student who wishes to study the subject should request enrolment at the level following his last successful work in it.

Français f351 and Français f451 each has the value of either one optional course or one obligatory course for the Secondary School Graduation Diploma.

Standing in Grade 13 Français f551 gives two credits towards the Secondary School Honour Graduation Diploma.

Français

Les cours de vingt leçons mentionnés ci-dessous sont offerts de la première année à la cinquième année des cours secondaires:

Français f151
Français f251
Français f351
Français f451
Français f551

La description de ces cours est donnée au page 34 de ce livret.

Les cours de Français sont préparés pour les élèves de langue française. Un élève qui désire étudier ce sujet doit demander d'être inscrit dans l'année suivante de celle qu'il a complétée avec succès.

Les cours de Français f351 et Français f451 ont chacun la valeur d'un sujet facultatif ou d'un sujet obligatoire pour obtenir le diplôme de graduation de l'école secondaire.

La réussite du cours de Français f551 de la cinquième année donne deux crédits envers le diplôme honoraire de graduation de l'école secondaire.

History Courses

The following twenty-lesson courses are offered:

History H200/History H201
World Politics WP300
History H301
Economics EN400t*
Economics EN400**
History H401
Grade 13 History H501

*This course will be discontinued January 1, 1971.

**Available January, 1971

These courses are described on pages 35-36 of this booklet.

A mature student interested in History may request enrolment in any of the third or fourth level courses — History H301, History H401, World Politics WP300, Economics EN400t, Economics E400 — even if he has done no work in first or second level History in secondary school. He may request History H201 or History H200 if he wishes to obtain standing at the second level. A school-age student should request enrolment at the level following his last successful work in the subject.

Each third or fourth level course has the value of one optional course for the Secondary School Graduation Diploma. A student may select any number or combination of the third or fourth level courses available.

For enrolment in Grade 13 History H501 a student should have standing in History H401, Economics EN400 or an equivalent course completed at school. (A mature student may be enrolled in Grade 13 History H501 without standing in fourth level History if he has standing in either English E411 or Grade 13 English E501.)

Geography Courses

The following twenty-lesson courses are offered, from first level to Grade 13 level:

Geography G101
Geography G201
Geography G300/Geography G301
Geography G400/Geography G401
Grade 13 Geography G501

These courses are described on pages 37-38 of this booklet.

A mature student wishing to study Geography may begin with either of the third level courses — Geography G300 or G301, even if he has not studied Geography in secondary school. If he chooses Geography G300, he may follow it with Geography G400. If he chooses Geography G301, he may follow it with either Geography G401 or Grade 13 Geography G501. A school-age student should request enrolment at the level following his last successful work in the subject.

Each third or fourth level course has the value of one optional course for the Secondary School Graduation Diploma.

Mathematics Courses

I Three series of courses are available. Information following the lists of the courses and in the Course Descriptions section of this booklet explains the differences between the series and helps the student decide which series is best suited to his needs and at what level he should begin in the series.

Series No. 1: Modern Approach Mathematics

Mathematics M111x*

Mathematics M101

Mathematics M201

Mathematics M301

Mathematics M401

Grade 13 Mathematics A M501

Grade 13 Mathematics B M503

* This is a ten-lesson course.

Each other course has twenty lessons.

These courses are described on page 39 of this booklet.

The courses in the Modern Approach Mathematics series are demanding, and theoretical rather than practical. Success in the course at any level is most likely if the course at the previous level or the equivalent work has been covered. Completion of the fourth course admits a student to Grade 13 Mathematics A M501, Grade 13 Mathematics B M503, or Grade 13 Mathematics of Investment M511 (see Mathematics Courses II).

A student deciding to study Modern Approach Mathematics should begin with the first level course, Mathematics M101, if he has less than two years of secondary school Mathematics. A student who has completed successfully at least two years of Traditional Approach Mathematics may request enrolment in the ten-lesson course in Mathematics M111x, followed usually by the course in Mathematics M301. A student who has studied Modern Approach Mathematics may request enrolment at the level following his last successful work in the subject.

Mathematics M301 and Mathematics M401 each has the value of one optional course for the Secondary School Graduation Diploma.

Standing in both Grade 13 Mathematics A M501 and Grade 13 Mathematics B M503 gives three credits towards the Secondary School Honour Graduation Diploma and standing in either alone gives two credits.

Series No. 2: Traditional Approach Mathematics

Mathematics M100

Mathematics M200

Mathematics M300

Mathematics M400

These courses are described on pages 39-40 of this booklet.

The four twenty-lesson courses in the Traditional Approach Mathematics series emphasize technical and applied mathematics. Courses in this series are suitable for students who wish to obtain standing in first, second, third or fourth level secondary school applied mathematics. They provide no instruction in Modern Approach Mathematics and do not prepare a student for Grade 13 Mathematics A M501 or Grade 13 Mathematics B M503.

A student who wishes to study Mathematics of this series should request enrolment at the level following his last successful work in Mathematics.

Mathematics M300 and Mathematics M400 each has the value of one optional course for the Secondary School Graduation Diploma.

A student who has successfully completed the fourth level course Mathematics M400 may apply for enrolment in any of the Grade 13 Mathematics courses described in Mathematics Courses II:

Grade 13 Algebra M505*

Grade 13 Geometry M507*

Grade 13 Trigonometry and Statics M509*

Grade 13 Mathematics of Investment M511

* These courses will be discontinued September 1, 1971.

Series No. 3: Business Mathematics

Business Mathematics M250

Business Mathematics M350

Business Mathematics M450

The three twenty-lesson courses in the Business Mathematics series present mathematics as we use it in our daily lives to transact business. Details about the topics covered are given on page 40 of this booklet.

A student who wishes to study Mathematics of this series may request enrolment in Mathematics M250 or at the level following his last successful work in Mathematics.

Mathematics M350 and Mathematics M450 each has the value of one optional course for the Secondary School Graduation Diploma.

II In addition to the Mathematics courses in the three series, the following Grade 13 courses are offered:

i) The courses in traditional Grade 13 Mathematics:

Grade 13 Algebra M505

Grade 13 Geometry M507

Grade 13 Trigonometry and Statics M509

These are made available for students who having completed either traditional Grade 11 and Grade 12 Algebra and Geometry at school or the correspondence course in Mathematics M400 wish to obtain standing in Grade 13 level Mathematics. The courses are described on pages 40-41 of this booklet. These courses will not be offered after September 1, 1971.

A student enrolling in Grade 13 traditional Mathematics courses in order to qualify for admission to university or other post-secondary-school institution should confirm with the institution that these traditional courses will be acceptable.

ii) Grade 13 Mathematics of Investment M511

This course will be of interest to students who have completed a Grade 12 Mathematics course and wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing and consumer credit in general. Details of the content of the course are given on page 41 of this booklet.

Science Courses

The following twenty-lesson courses are offered:

in General Science:

Science SC101
Science SC201/Science SC203

in Physics:

Physics P300/Physics P301
Grade 13 Physics P501

in Chemistry:

Chemistry C400/Chemistry C401
Grade 13 Chemistry C501

in Biology:

Biology BY400
Grade 13 Biology BY501

in Geology:

Geology GL300

These courses are described on pages 42-44 of this booklet.

A mature student who wishes to study Science may request enrolment in any third or fourth level course in Physics, Chemistry, Biology or Geology if he has completed some Grade 9 or Grade 10 Science in secondary school or has other comparable training in the subject. It is recommended that the mature student who has not this background obtain standing in one of the first or second level General Science courses before proceeding to any third or fourth level course in Physics, Chemistry, Biology or Geology. A school-age student wanting Science should request enrolment at the level following his last successful work in the subject.

Each third or fourth level course in Physics, Chemistry, Biology or Geology has the value of one optional course for the Secondary School Graduation Diploma. (A student may select either Physics P300 or Physics P301 but may not select both. He may select either Chemistry C400 or Chemistry C401 but may not select both.)

Before proceeding to Grade 13 Physics a student should have completed Physics P301 or the equivalent course at school; before proceeding to Grade 13 Chemistry he should have completed Chemistry C401 or the equivalent course at school; before proceeding to Grade 13 Biology he should have standing in either Chemistry C401 or Biology BY400 or in the equivalent course obtained at school.

For many of the Science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. (Kits containing chemicals cannot be supplied to persons living outside Canada or to persons living at points in Canada serviced only by air-mail.)

Latin and Classical Studies Courses

The following twenty-lesson courses are offered. (Latin L201 is the first course in the subject.)

Latin L201
Latin L301
Latin L401
Grade 13 Latin L501

A single, ten-lesson, third level course in Classical Studies is available to students interested in this area of study:

Classical Studies L312x

These courses are described on pages 45-46 of this booklet.

A student who wishes to study Latin should request enrolment at the level following his last successful work in it.

Latin L301 and Latin L401 each has the value of one optional course for the Secondary School Graduation Diploma.

Classical Studies L312x has the value of half an optional course for the Diploma. Completion of this ten-lesson course and a ten-lesson course in English would have the value of a complete optional course for the Diploma.

Standing in Grade 13 Latin L501 gives two credits towards the Secondary School Honour Graduation Diploma.

French Courses

The following twenty-lesson courses are offered, from first level to Grade 13 level:

French F101
French F201
French F301
French F401
Grade 13 French F501

These courses are described on page 47 of this booklet.

A student who wishes to study French should request enrolment at the level following his last successful work in the subject.

French F301 and French F401 each has the value of one optional course for the Secondary School Graduation Diploma.

Standing in Grade 13 French gives two credits towards the Secondary School Honour Graduation Diploma.

Commercial and Business Courses

The following courses are offered:

in Typewriting and Office Procedures:

Typewriting I TY100
Typewriting II TY200
Office Procedures I OP300
Office Procedures II OP400

in Shorthand:

Shorthand I SH300
Shorthand II SH400

in Bookkeeping and Accountancy:

Bookkeeping I BK301
Bookkeeping II BK401
Accountancy AC401
Grade 13 Accountancy Practice AC501*

Business Practice BP100

Marketing I MK300

Business Organization and Management BO300

Business Law BL400

* This is a ten-lesson course.

Each other course has twenty lessons.

These courses are described on pages 48-50 of this booklet.

In each of the three series of commercial courses — the Typewriting and Office Procedures series, the Shorthand series, and the Bookkeeping and Accountancy series — the lowest level course provides the student the opportunity to learn basic skills in the subject. The course at each succeeding level provides further development in the skills. A student who has some background in one of these subjects and wishes to study it further may enrol in the course for which he is qualified. Information provided in the Course Descriptions section helps such a student decide the most appropriate level of enrolment.

Office Procedures I and Office Procedures II are advanced Typewriting courses; they provide further instruction in typewriting and practical application.

Completion of the course in Bookkeeping I BK301 and Bookkeeping II BK401, or comparable courses obtained elsewhere, prepares a student for the course in Accountancy AC401. Completion of Accountancy AC401 prepares a student for Grade 13 Accountancy Practice AC501.

Some knowledge of typewriting is an asset for students wanting to enrol in the course in Shorthand I SH300. For enrolment in Shorthand II SH400 a student should have both standing in Shorthand I, or equivalent standing in the subject, and proficiency in typewriting.

There is no prerequisite for the courses in Marketing I MK300, Business Organization and Management BO300, and Business Law BL400.

The third and fourth level courses in Office Procedures I OP300, Office Procedures II OP400, Shorthand I SH300, Shorthand II SH400, Bookkeeping I BK301, Bookkeeping II BK401, Accountancy AC401, Marketing I MK300, Business Organization and Management BO300, and Business Law BL400 each has the value of one optional course for the Secondary School Graduation Diploma.

4. Guidance In Program Planning

A student makes his own selection of subjects. He should choose those which lead most quickly to his objective and omit those which do not lead to his objective. For example, if his objective is a Secondary School Honour Graduation Diploma, he should decide what Grade 13 courses he wishes to include in his program to gain the necessary seven credits for that Diploma; then he should plan the rest of his program to include only those courses at the lower levels which lead directly to the Grade 13 courses chosen. If a mature student who had Grade 10 standing were to decide that he wished to prepare for Grade 13 English, History, Geography, Mathematics A, and Mathematics B (which would give him the seven credits required for the Diploma), the only subjects he would have to take below Grade 13 level would be English, Geography and Modern Approach Mathematics.

Enrolment and promotion is by individual subject, not by grade. This means that a student may be enrolled in a subject at the level following his last successful work in it, regardless of his standing in other subjects, and he may proceed from level to level in the subject, regardless of his progress in other subjects. It also means that he may study simultaneously subjects of different levels.

Sources of information about the requirements for some of the objectives being sought by students are as follows:

- i) Requirements for the Secondary School Graduation Diploma and the Secondary School Honour Graduation Diploma are shown elsewhere in this booklet.
- ii) Requirements for admission to university should be ascertained from the university the student hopes to attend. These requirements vary from one university to another and even from one course to another in the same university. Mature applicants are often admitted with a number of secondary school credits fewer than the number required of younger applicants.
- iii) Requirements for admission to a program leading to elementary school teacher certification in Ontario at a Teachers' College or in a Faculty of Education are contained in Department of Education Memorandum 1969-1970:46. A copy of this memorandum may be obtained from the Publications Distribution Office, Department of Education, 44 Eglinton Avenue West, Toronto 12. Students should take special note of the changes in academic requirements.
- iv) Minimum standing for applicants for admission to Schools of Nursing in courses leading to the R.N. Diploma is the Secondary School Graduation Diploma. (Included in the secondary school work completed must be two third or fourth level courses in different Science subjects.) Any School of Nursing may require applicants for admission to have standing beyond the minimum standing. The School of Nursing should be consulted.
- v) Particulars about admission to the Registered Nursing Assistants' course may be obtained from the College of Nurses of Ontario, 600 Eglinton Avenue East, Toronto.
- vi) For information regarding admission to Colleges of Applied Arts and Technology students should write direct to the College of their choice. A list of the Colleges appears at the end of this booklet.
- vii) Persons interested in learning the requirements for beginning an apprenticeship program should communicate with the Industrial Training Branch, Department of Labour, 74 Victoria Street, Toronto.

5. Cost

Fees

There is no fee for any of the secondary school courses.

Services Provided

All lessons are supplied and corrected free of charge. Answer paper is provided to all students. Stamped envelopes for mailing lessons are supplied to students living in Canada.

Textbooks Provided

Textbooks are lent free of charge for all courses except those at the Grade 13 level. They must be returned in good condition when the courses for which they are lent are completed or discontinued. An agreement to return textbooks is printed at the end of each form-of-application for correspondence courses and must be signed by any student registering for enrolment.

Dictionaries

Dictionaries are not provided for any courses. Recommended dictionaries are:

Dictionary	Publisher	Cost
<i>Webster's New Collegiate Dictionary</i>	Thos. Allen Ltd. 50 Prince Andrew Place Don Mills, Ontario	(plain) \$6.50 (indexed) 7.50
<i>Pocket Oxford Dictionary</i>	Oxford University Press 70 Wynford Dr. Don Mills, Ontario	3.95
<i>Concise Oxford Dictionary</i>	Oxford University Press 70 Wynford Dr. Don Mills, Ontario	(plain) 5.95 (indexed) 7.95
<i>Collins Etymological and Reference Dictionary</i>	Science Research 44 Prince Andrew Place Don Mills, Ontario	1.30
<i>Dictionary of Canadian English (Senior Dictionary)</i>	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	7.75

Grade 13 Textbooks

Textbooks are not provided for any Grade 13 courses. They may be purchased from a local dealer or direct from the publisher. Students who order from the publisher should state that they are enrolled with the Correspondence Courses Branch and enclose a money order for the cost of the books. The Branch does not stock these books and cannot order them for students. Textbooks for the 1970-1971 Grade 13 courses are:

Textbook	Publisher	Cost
Grade 13 English E501		
<i>Man and His World</i> (Ross and Stevens)	J. M. Dent and Sons Ltd. 100 Scarsdale Rd. Don Mills, Ontario	\$3.00
<i>An Anthology of Verse</i> (Charlesworth and Lee)	Oxford University Press 70 Wynford Dr. Don Mills, Ontario	2.75
<i>Techniques of Good Writing</i> (Ford)	The Book Society of Canada 4386 Sheppard Ave. East Agincourt, Ontario	3.75
<i>Hamlet</i> (Shakespeare) Falcon Edition	Longmans Canada Ltd. 55 Barber Greene Rd. Don Mills, Ontario	1.50 (+ .10 postage)
<i>A Farewell to Arms</i> (Hemingway)	School Book Fairs Ltd. 145 Front St. East Toronto, Ontario	2.45 (+ .10 postage)
<i>Madwoman of Chaillot</i> (Giradoux)	The Ryerson Press 299 Queen St. West Toronto, Ontario	1.30 (+ .10 postage)

français 13e année f551

<i>Beaux textes des lettres français</i> (Marion)	Editions Leclerc	2.90
<i>Andromaque</i> (Racine)	Les petits classiques Bordas	.60
<i>Topaze</i> (Pagnol)	Livre de poche #294	.95
<i>Les saints vont en enfer</i> (Cesbron)	Livre de poche #2301-02	1.35
<i>Rue Deschambault</i> (Gabrielle Roy)	édition ordinaire	2.50

Textbook	Publisher	Cost
<i>Le Plan</i> (L. Geslin et J. M. Laurence) Livre de l'élève		\$2.65
<i>Initiation à la phonétique</i> (R. Bergeron)		1.80
<i>Précis de grammaire française</i> (Grévisse)		2.75
<i>Dictionnaire Larousse</i>		7.95

Vous trouverez, sans doute, les manuels ci-dessus mentionnés dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, ils peuvent s'obtenir à l'adresse suivante:

Le coin du livre,
263 rue Dalhousie,
Ottawa 2, Ontario.

Ayez soin de vous procurer les éditions indiquées ci-dessus afin de pouvoir vous reporter aux références mentionnées dans vos leçons.

Grade 13 History H501

<i>The North American Nations</i> (McInnis)	J. M. Dent and Sons Ltd. 100 Scarsdale Rd. Don Mills, Ontario	3.95
<i>Canada and the United States</i> (Cook and McNaught)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	4.25
<i>Two Democracies</i> (Farr, Moir and Mealing)	The Ryerson Press 299 Queen St. West Toronto, Ontario	4.25

Grade 13 Geography G501

<i>Canada: A Regional Geography</i> (Tomkins and Hills)	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	6.25
<i>A Regional Geography of Canada</i> (Putnam and Kerr)	J. M. Dent and Sons Ltd. 100 Scarsdale Rd. Don Mills, Ontario	5.00
<i>The Canadian Oxford School Atlas</i> (Pleva and Inch) Second Edition	Oxford University Press 70 Wynford Dr. Don Mills, Ontario	2.50
<i>Regional and Resource Planning</i> (Krueger, Sargent, de Vos, Pearson)	Holt, Rinehart, Winston 833 Oxford St. Toronto 18, Ontario	2.50

Textbook	Publisher	Cost
Grade 13 Mathematics A M501		
<i>Analysis 13</i> (Del Grande, Duff, Egsgard, Kirby)	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	\$6.00
Grade 13 Mathematics B M503		
<i>Algebra 13</i> (Coleman, Del Grande, Duff, Egsgard, Kirby)	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	6.00
Grade 13 Algebra (old) M505		
<i>Algebra — A Senior Course</i> (Petrie, Baker, Levitt, MacLean) Revised Edition	See course description in Section 11.	
Grade 13 Geometry M507		
<i>A Modern Analytic Geometry</i> (Edgett, Burford, Kippen, Mitchell, Newnham)	The Ryerson Press 299 Queen St. West Toronto, Ontario	3.25
Grade 13 Trigonometry and Statics M509		
<i>Elements of Trigonometry and Statics</i> (Petrie, Baker, Levitt, MacLean) Revised Edition	Copp Clark Co. Ltd. 517 Wellington St. West Toronto, Ontario	3.95
Grade 13 Mathematics of Investment M511		
	No textbook to be purchased	
Grade 13 Biology BY501		
<i>Biological Science — Principles and Patterns of Life</i> (Galbraith and Wilson) Revised Edition	Holt, Rinehart, Winston 833 Oxford St. Toronto 18, Ontario	7.20
Grade 13 Physics P501		
<i>PSSC: Physics</i> 1965 Edition	D. C. Heath (Canada) Suite 1408 100 Adelaide St. West Toronto, Ontario	7.90 (+ .40 postage)
<i>PSSC: Laboratory Guide</i> 1965 Edition	D. C. Heath (Canada) Suite 1408 100 Adelaide St. West Toronto, Ontario	2.25 (+ .15 postage)

Textbook	Publisher	Cost
Grade 13 Chemistry C501		
<i>Chemistry: Experiments and Principles</i> (O'Connor, Davis, Haenisch, MacNab, McClellan)	D. C. Heath (Canada) Suite 1408 100 Adelaide St. West Toronto, Ontario	\$7.90 (+ .30 postage)
Grade 13 Latin L501		
<i>Latin Composition for Grade 13</i> (Breslove)	W. J. Gage Ltd. 1500 Birchmount Rd. Scarborough, Ontario	3.50
<i>Latin Prose Selections for Grade 13</i> (Breslove, Cameron, King, Toll and Tracy)	Thomas Nelson and Sons (Canada) 81 Curlew Dr. Don Mills, Ontario	3.25
<i>Latin Poetry Selections for Grade 13</i> (Breslove, Cameron, King, Toll and Tracy)	Thomas Nelson and Sons (Canada) 81 Curlew Dr. Don Mills, Ontario	3.25
Grade 13 French F501		
<i>Cours Moyen, Part I</i> (Jeanneret, Hislop and Lake)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	3.25
<i>Cours Moyen, Part II</i> (Jeanneret, Hislop and Lake)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	3.60
<i>Contes Choisis de Guy de Maupassant</i> (C. I. Edition)	Clarke, Irwin and Co. Ltd. 791 St. Clair Ave. West Toronto, Ontario	1.65
<i>Le Bourgeois Gentilhomme</i> (Molière)	Copp Clark Co. Ltd. 517 Wellington St. Toronto, Ontario	1.85
<i>Rue Deschambault</i> (Roy) and <i>Exercises for Rue Deschambault</i>	University of Toronto Bookstore 12 Bancroft St. Toronto, Ontario	2.75 .75
Grade 13 Accountancy Practice AC501		
<i>Basic Accounting Practice</i> (Sugge and Robinson) Revised Edition	Sir Isaac Pitman and Sons Ltd. 383 Church St. Toronto, Ontario	5.00

6. Enrolment Procedure

Once an applicant has decided what courses he will request first, he should complete Application Form C and return it to the Correspondence Courses Branch, together with an official transcript of his secondary school record.

He should request enrolment initially in not more than three courses. The correspondence course in any subject is comparable in scope and difficulty to a course in the same subject taken in school, and is likely to require one or two hours study a day over a period of five or six months. Requests for additional courses may be made after the student has completed satisfactorily five or six lessons in his first three courses.

After the student's application has been received and accepted, he is sent the first lessons in each of the courses in which he is being enrolled, the textbooks (unless he is being enrolled in Grade 13 courses) and necessary supplies. As soon as he completes any lesson, he should mail it and immediately proceed with the next lesson. He should not wait for the return of any marked lesson before beginning the next lesson. With each marked lesson new work is sent out. This procedure ensures that the student will have new work on hand at all times.

After the student completes any course, enrolment in further courses is not automatic. It is necessary for him to make the request on a mailing form, or by letter or telephone.

Applicants under 16 years of age prevented from attending school because of illness must submit with Form C a medical certificate stating the nature of the illness and the probable duration of absence from school. Applicants under 16 years of age prevented from attending school because of distance from school must submit a recommendation for enrolment from the local secondary school principal or local Area Superintendent of Schools.

If correspondence courses are to be the equivalent of school attendance for a student under 16 years of age, the student's correspondence program should include the same number of subjects he would be studying if he were attending school, and he should submit a lesson a week in each subject.

An applicant temporarily living outside Canada must give the name and address of a person in Ontario (a liaison) who will assume the responsibility of forwarding books, lessons and corrected assignments to the student. (The liaison of a Grade 13 student will have the additional responsibility of purchasing the required textbooks.) All material for the student is addressed to the liaison. The applicant should instruct the liaison to repack it, print the student's foreign address and his own return address, prepare a Customs Declaration, and put on sufficient postage to carry the material to its foreign destination by the quickest means. Members of the Canadian Armed Services enrolled while on duty outside Canada may request that their lessons and textbooks be sent to an Armed Services Mailing Office in Canada for forwarding abroad, rather than to an Ontario liaison. Postage sufficient only to carry the material by third-class mail from the Correspondence Courses Branch to the Mailing Office will be paid by the Branch.

Students living abroad are sent the entire course for each subject in which they are being enrolled. If applicants who are shortly going abroad can arrange to visit the Correspondence Courses offices before they leave the country, they may pick up lessons and textbooks to take with them.

7. Instructions for Completing and Returning Lessons

- i) Select a quiet place for study, where you will not be distracted or interrupted. You will probably accomplish more if you organize a schedule of daily study periods.
- ii) Study carefully the lesson material and the textbook pages assigned. Follow all instructions.
- iii) Answer carefully, and as completely as you can, the questions of the assignment.

If you have difficulty in answering any part of the assignment, it may be that you have not studied with sufficient care the lesson or lessons on which it is based, and that you will have to re-study the material. If you still have difficulty, do as much of the assignment as you can so that your teacher will see where your difficulty lies. When you submit the lesson, ask him to explain the troublesome part.

- iv) Before submitting your work, check it carefully to make sure you have not omitted any assignments. At the same time you will be able to improve expressions, and to correct spelling, punctuation or mathematical errors.
- v) Fasten together all assignments in one lesson in one subject, with the pages in the correct order and the questions properly numbered. Print your name, address, subject and code number at the top of each page of the lesson. The code number should reproduce exactly the code number on the printed lesson.

Enclose all of your work for one lesson in an envelope with a mailing form. Do not submit more than one lesson in one envelope.

- vi) Mail each lesson as soon as you complete it. If you do so, there will be time for the lesson to be corrected and returned to you with new lessons before you run out of work.
- vii) After mailing a lesson for correction, proceed with the next lesson. Do not wait for the return of any lesson before going on with the next.
- viii) When you receive a marked lesson, look not only for the grading but also for the teacher's comments and corrections. Study these carefully so that you will not make the same errors again in later work.

If the teacher's suggestions do not enable you to correct your errors or overcome your difficulties, request further assistance when you submit your next lesson. State where each difficulty arises, giving lesson number, assignment number, and question number.

Any lesson graded 50% is not to be re-submitted. A lesson graded lower than 50% should be repeated as soon as possible after careful review and submitted again for correction.

- ix) If you change your address, please write your new address on your lessons and mailing forms and call attention to it.

8. Re-enrolment

Correspondence students occasionally find it necessary to discontinue their courses temporarily. If the interruption is likely to be a matter of only a few weeks, they need not inform the Correspondence Courses Branch or return textbooks or lessons which have been lent to them. To re-establish their enrolment when they are free to continue their studies, they should resume the sending of lesson assignments for marking.

Any student who must discontinue his courses altogether, or foresees that an interruption in his studies will be for a period longer than two months, must return textbooks and supplies lent to him so that they may be made available to some other student.

If a student wishes to re-establish his enrolment after returning supplies, and the period of his inactivity has been less than two years, he is not required to complete another form-of-application. He should inform the Correspondence Courses Branch by letter or by telephone of his wish to resume study. In doing so he should give any change of address and indicate which lessons and textbooks he needs. If the course he wishes to resume has not been revised, he may continue from the point he reached in his previous enrolment.

A student who wishes to resume his enrolment in Correspondence Courses after a period of inactivity of more than two years should request a form-of-application for enrolment, complete it and return it, together with proof of his educational standing. On the application form he should give as accurately as possible the information requested about his previous enrolment. He will be permitted to resume any course from the point he reached in his previous enrolment if the course has not been revised.

9. Requirements for Standing

Standing in any first or second level course — any course with a code number beginning with either 1 or 2 — is gained through successful completion of all lesson assignments of the course. There are no tests in courses at these levels.

For standing in any third, fourth or fifth level course — any course with a code number beginning with 3, 4 or 5 — a student must, in addition to completing successfully all of the lesson assignments, pass a final, supervised test. The test may be written at any time of the year, provided that the student has completed all lessons of the course and earned satisfactory marks.

When a student completes the lessons of any third, fourth or fifth level course, he is notified that the test has been mailed to a supervisor, who is a teacher living in his locality. He is given the teacher's name and address and is asked to communicate with him to arrange a mutually convenient time and place for writing the test.

A student may request permission to write tests at the Correspondence Courses Office, 1152 Bay Street, Toronto.

In cases where the Correspondence Courses Branch is unable to appoint a supervisor or the student is unable to write at 1152 Bay Street, the student himself is asked to nominate a supervisor and submit his name for approval.

10. Certificates and Diplomas

A student who satisfactorily completes a course is issued a certificate stating that he has standing in the course. Certificates issued by the Correspondence Courses Branch have the same validity as certificates issued by secondary schools of the Province.

Students who complete the required number of courses qualify for Department of Education Diplomas.

Requirements for Secondary School Honour Graduation Diploma

At least seven Grade 13 credits chosen from the following subjects are required. (Correspondence courses are offered in the subjects followed by a code number.)

English E501

History H501

Geography G501

Mathematics A M501

Mathematics B M503

Algebra (Traditional Approach course) M505 or Mathematics of Investment M511

Geometry M507

Trigonometry and Statics M509

Biology BY501

Physics P501

Chemistry C501

Latin L501

French F501 or Français f551

Accountancy Practice AC501 or Secretarial Practice

German, Greek, Spanish, Italian, Russian, Music, Art, Home Economics

Note i) Each subject counts as one Grade 13 credit, with the following exceptions: each language, including English, counts as two credits; a combination of the two courses in Modern Approach Mathematics (Mathematics A and Mathematics B) counts as three credits and standing in either alone counts as two credits.

Note ii) Not more than three credits in Mathematics may be counted.

Note iii) Biology counts as one credit. Standing in either Botany or Zoology obtained in previous years counts as one credit. Not more than two credits may be counted in the biological sciences — Biology, Botany, Zoology.

Note iv) Standing in only one of French and Français may be counted; standing in only one of Algebra M505 and Mathematics of Investment M511 may be counted; standing in only one of Accountancy Practice AC501 and Secretarial Practice may be counted.

Requirements for Secondary School Graduation Diploma

To qualify for a Secondary School Graduation Diploma through Correspondence Courses during the school year 1970-1971 a student must have the following obligatory and optional courses:

Obligatory Courses

English: English E311 and English E411 or one of the other possible combinations of third and fourth level English courses listed on page 8 of this booklet

or

Français (for French-speaking students): Français f351 and Français f451 or the equivalent Grade 11 and Grade 12 Français courses completed at school

Optional Courses

Ten of these third or fourth level courses or equivalent Ontario courses (Those in which correspondence courses are offered are followed by a code number.)

English courses not chosen as obligatory courses (See page 8.)

World Politics WP300

History H301

Economics EN400t or Economics EN400

History H401

Geography G300

Geography G301

Geography G400

Geography G401

Mathematics M301

Mathematics M401

Mathematics M300

Mathematics M400

Business Mathematics M350

Business Mathematics M450

Physics P300 or Physics P301

Chemistry C400 or Chemistry C401

Biology BY400

Geology GL300

French F301 or Français f351 (if Français not chosen as obligatory course)

French F401 or Français f451 (if Français not chosen as obligatory course)

Latin L301

Latin L401

Office Procedures OP300

Office Procedures OP400

Shorthand I SH300

Shorthand II SH400

Bookkeeping I BK301

Bookkeeping II BK401

Accountancy AC401

Marketing I MK300

Business Organization and Management BO300

Business Law BL400

Grade 11 Greek

Grade 12 Greek

Grade 11 German

Grade 12 German
Grade 11 Spanish
Grade 12 Spanish
Grade 11 Italian
Grade 12 Italian
Grade 11 Russian
Grade 12 Russian
additional Business and Commercial Subjects
Grade 11 Industrial Arts or Technical Subjects
Grade 12 Industrial Arts or Technical Subjects
additional Technical Subjects
Grade 11 Home Economics
Grade 12 Home Economics
Grade 11 Art
Grade 12 Art
Grade 11 Music
Grade 12 Music
Grade 11 Agriculture
Grade 12 Agriculture

Statements of Standing

The Director of Correspondence Courses may issue on request the appropriate Statement of Standing to an eligible correspondence student who discontinues his studies after completing either the required number of second level courses or the required number of third level courses.

Index of Courses Descriptions

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- 39 Mathematics Courses
- 42 Science Courses
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- 48 Business and Commerce Courses

11. Course Descriptions

English

English E111

Exciting stories in *Great Tales of Action and Adventure* and *The Cruel Sea*, a look into the future in *Fahrenheit 451* and a variety of stimulating plays and poetry are included in the literature section of this first level course in English. Thought-provoking questions and creative writing assignments are designed to improve the student's ability to communicate in a clear and coherent way.

English E211

Appeal to a wide variety of interests has been a guiding principle in the choice of the literature selections for this course. One novel, *Pied Piper*, is set in the France of 1940 and the other, *The Chrysalids*, is a projection into the future of the possible outcome of a nuclear catastrophe. Short stories of suspense, mystery and humour, an interesting selection of poetry from past to present and plays set in Ancient Greece, France and the United States have been included to stimulate the imagination. The language section of the course is aimed at giving, in a simple and straightforward way, the fundamentals of good writing.

English E311

This third level course offers a varied and interesting fare. Mass media is explored, with special reference to the media of print, film and television. The contemporary novel, *To Kill a Mockingbird*, is read and discussed. The play *Romeo and Juliet* is studied and linked with its recent stage and film adaptations. The comprehensive examples of effective correspondence presented and the experience gained in social and business letter writing should prove invaluable to the student. Here is an opportunity to develop ability in creative writing.

English E411

This course surveys basic literary forms and provides practice in creative writing. The examples of literature studied include short stories, essays, short novels of the early twentieth century, selections of poetry of various periods, and Shakespeare's *Macbeth*.

Grade 13 English E501

A comparative study of selected prose, poetry and drama. Shakespeare's *Hamlet* and Giradoux's *Madwoman of Chaillot* are included in the study of drama. One of the novels considered is Hemingway's *A Farewell to Arms*. The student is given experience in analysis and evaluation of literary works. To encourage enjoyment in reading, paper-back copies of supplementary works are made available for borrowing. The course offers opportunity for development of writing skill and instruction in précis writing and literary criticism. A student should have standing in English E411 or the equivalent before requesting enrolment.

English E302x Reading in Archaeology

This ten-lesson course consists of readings, in prose and poetry, on the theme of archaeology. It is recommended for mature students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: the Minoan Crete, the Mayan and the Viking. Writing skills are developed.

English E304x Readings in Ecology (available January 1, 1971)

The vital importance of man's need to live in harmony with his environment is the theme of this ten-lesson course of readings on overpopulation, pollution and the wastage of our natural resources. In the expression of his opinions the student gains skill in written English.

English E306x Readings in Science Fiction

This ten-lesson course presents a lively survey of science fiction from Jules Verne to Arthur C. Clarke, concentrating on such modern works as Clarke's *2001: A Space Odyssey* and Ray Bradbury's *Fahrenheit 451*. These works, which are a unique blend of thought-provoking themes and projections into the future, provide the basis for a study of literary forms and the exercise of good writing skills.

English E402x Readings in Wilderness (available January 1, 1971)

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save some of it? How? The answers to these vital questions which have been suggested by men and women of various times and places are presented in this ten-lesson course of prose and poetry readings. Students are encouraged in self-expression.

English E404x Readings in Flight

This ten-lesson course chronicles man's earliest attempts to fly, his adventures with balloons, and his relatively recent successes with heavier-than-air flying machines. Many of the readings are accounts which have been narrated by the aeronauts themselves. Illustrations supplement and add interest to the text of the course. Writing skills are developed through assignments.

English E406x Perspectives of Prose

Have you ever been stirred by reading a dynamic article and wondered how its effect was achieved? This ten-lesson course examines "perspectives of important people on various aspects of our contemporary world", what they say and how they say it, in radio talks, newspaper columns, essays, or literary studies. It also gives the student perspective as he considers the skills of the writer's art and learns to read with understanding and relish. It develops an awareness of creative give-and-take between writer and reader.

Français

français f151

Ce cours s'adresse aux élèves qui ont complété le programme de la huitième année du cours élémentaire en langue française ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème, la composition et la grammaire s'y rapportant directement. La partie littérature permettra aux élèves de faire connaissance avec les grands auteurs des littératures française et canadienne-française. Le programme offre l'étude des ouvrages suivants: *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la huitième année peuvent s'inscrire à ce cours s'ils le désirent.

français f251

Ce cours s'adresse aux élèves qui ont complété le cours de français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français f351.

français f351

Ce cours s'adresse aux élèves qui ont complété le cours de français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *L'Avare* de Molière, *Le Grand Meaulnes* de Fournier et *Zone* de Dubé. Ce cours donne aux élèves la préparation nécessaire au cours de français f451.

français f451

Ce cours s'adresse aux élèves qui ont complété le cours de français f351 ou l'équivalent. Chacune des vingt leçons de ce cours comprend deux parties: A — Etude de textes, B — Etude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie des littératures française et canadienne-française, le programme offre l'étude des ouvrages suivants: *Le Cid* de Corneille, *Cyrano de Bergerac* de Rostand et *Vol de nuit* de Saint-Exupéry. Ce cours donne aux élèves la préparation nécessaire qui leur permettra de s'inscrire au cours de français f551.

Grade 13 français f551

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes comprenant des pièces de théâtre (*Andromaque* de Racine, *Topaze* de Pagnol), des romans (*Les Saints vont en enfer* de Cesbron, *Rue Deschambault* de Gabrielle Roy), et des morceaux choisis de prose et de poésie. La partie étude de la langue offre l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

History

History H200

This course presents British history from 1760 to the present. Effects of the growth of industry on the daily lives of the people of this period are examined, as are the achievements of outstanding personalities who shaped the nation's destiny and worked for the extension of democracy and justice to all classes of society. The epic rise of the British Empire is reviewed, together with the role played by Great Britain in both World Wars and in the troubled decades since 1945. The texts are *The British People, 1760-1902*, by Thompson, and *Britain in the Modern World: The Twentieth Century*, by Nash and Newth.

History H201

A survey of many of the dramatic events and personalities in Canadian and American history from the turn of the century until recent times is made in this course. In addition, some aspects of the operation of Canadian government are examined in the final lessons. *Decisive Decades* and *Canadian Democracy at Work* are the supplied texts.

World Politics WP300

Organization of government, naziism, communism, democracy, the role of the individual in government, the "third world", the origins and impact of war, the meaning and growth of nationalism and internationalism, and future prospects for peace are featured in this study of World Politics. The text is *Inside World Politics*.

History H301

Unit I examines the history of two complete civilizations — the Greek and the Roman. Unit II introduces the student to some of the mainstreams of mediaeval history — feudalism, the influence of Roman Catholicism, the conduct of business, the Renaissance, the growth of Protestantism and the beginnings of the modern nation state. Pamphlets, documents and illustrations supplement and enhance the text, *The Enduring Past*.

Economics EN400t

This is an introductory course in economics — a science which attempts to explain the problems that arise in connection with production and distribution of wealth. It deals with business — its growth, its organization, its functions, and its dependency upon co-operation. Consumption and production, the role of marketing, money and banking are examined. (Note: This course will be discontinued January 1, 1971.)

Economics EN400 (available January 1, 1971)

Should the Canadian economy be merged with that of the United States, or made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security, or is the present system too generous? Through an examination of these and other important questions raised in this course the student gains knowledge of the principles of modern economics.

History H401

This course considers the significance of the part played by individuals, ideas, events and institutions in the history of the world from the 17th century to the present day. Personalities such as Voltaire, Napoleon, Bismarck, Churchill and Mao Tse-Tung, ideas such as socialism, marxism, naziism and democracy, events such as the French and Russian Revolutions, wars, both “hot and cold”, and institutions such as the United Nations form the core of the study. Asian issues and the problems of the “third world” are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives*.

Grade 13 History H501

Many of the main issues of American and Canadian history from the organization of government in the late 18th century to the present day are examined in this course. Picture and reading inserts complement and vitalize the text of the lessons. For enrolment in this course a student should have standing in History H401 or Economics EN400, or the equivalent standing in History obtained at school. (A mature student may be enrolled in History H501 without standing in History H401 if he has standing in either English E411 or Grade 13 English.)

Geography

Geography G101

This course is focused on Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. The course provides an interesting survey of contrasting modes of living. The texts are *The Canadian Oxford School Atlas* and *Lands Overseas*.

Geography G201

Examined in this course are the two continents of Europe and Asia. The course combines these two continents into one large area, Eurasia, principally because the most important nation under study, the Union of the Soviet Socialist Republics, stretches across both continents. The populations and topographies of individual European and Asiatic countries are examined separately and in detail. The course seeks to foster a sympathetic understanding of problems which may often seem remote to Canadians. The texts are *Through Europe and Asia*, *The Canadian Oxford School Atlas* and *Geography for Canadians, Book Four*.

Geography G300

The influence of geographical factors on the economic relationship of Canada and the United States forms much of the material of the course. In addition, regional and local matters such as land-use methods, forestry procedures, and survival under extreme arctic conditions are examined. Other topics included in the course are: the Columbia River project, Western Hemisphere defence, and tourism. The texts are *The Canadian Oxford School Atlas* and *Lands of Change*.

Geography G301

This course separates the study of geography into two sections: Physical Geography and Human Geography. Map reading, the examination of aerial photographs, the nature of various terrains to be found on the earth, weather and climate are all parts of Physical Geography. This section of the course contains much information of a technical nature. Human Geography examines the way in which Man adjusts to the conditions of his environment and uses available resources. Problems of rural and urban development are examined in this section of the course. The texts are *The Canadian Oxford School Atlas*, *Geographic Fundamentals* and *Land, Climate and Man*. This course prepares a student for enrolment in Geography G401 or Geography G501.

Geography G400

The importance of the conservation of the world's natural resources is the prime concern of this course. Soils, forests, lakes and rivers, minerals, and wildlife are all examined as vital resources for the continuation of all life. The methods by which man may use wisely and renew the resources of his environment are closely examined. This is an excellent course for students interested in natural science and the conservation of resources throughout the world. The texts are *The Canadian Oxford School Atlas* and *Landscapes of the World*.

Geography G401

The work of the third level course Geography G301 is necessary background for this course. It requires a good knowledge of the fundamentals of both Physical and Human Geography. It examines such problems as political boundaries, over-population, and the relationship between a metropolis and its rural environment. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

Grade 13 Geography G501

The Physical Geography studied in the third level geography course G301 provides the background for Geography G501. Students who have not taken Geography G301 are strongly urged to do so before attempting the Grade 13 course. The object of the Grade 13 course is to help the student recognize and understand problems of geography facing the Canadian nation. At this level, the study of geography involves economic and political factors, as well as questions arising from regional and linguistic diversity. Major Canadian industries are examined, along with their effect on local population and development. Several lessons are devoted to the importance of trade, transportation and communication, and Canada's water resources. Reference is made to several textbooks, and the student is expected to undertake independent research on topics under discussion.

Mathematics

Mathematics M111x

This short course of ten lessons and assignments is offered for persons whose background in mathematics is traditional and who wish to learn the terminology of modern approach mathematics, either for personal interest or as the basis for further study in the subject. The topics dealt with include: basic sets and set notation, operations with integers, rationals, number properties, number lines, set builders, ordered pairs, Cartesian products, Venn diagrams.

Mathematics M101

This is the first course in the series of Modern Approach Mathematics courses leading to Grade 13 Mathematics A and Mathematics B. It covers these topics: basic Algebra from a modern viewpoint, number sets, number properties, introduction to geometry.

Mathematics M201

Students selecting this course should have completed a first level course in Modern Approach Mathematics. Topics dealt with in Mathematics M101 are re-examined and enlarged upon. In addition, relations, systems of equations, and geometry are studied.

Mathematics M301

Students selecting this course should have completed a second level course in Modern Approach Mathematics. Topics dealt with in Mathematics M201 are re-examined and enlarged upon. Other topics include: real numbers, linear equations, trigonometry, analytic geometry, and ratio.

Mathematics M401

Students selecting this course should have covered a third level course in Modern Approach Mathematics. Completion of the course prepares a student for Grade 13 Mathematics A and Mathematics B. Topics from Mathematics M301 are enlarged upon and the following topics added: relations, functions, quadratic equations, and co-ordinate geometry.

Grade 13 Mathematics A M501

A student selecting this course should have completed Mathematics M401 or the equivalent. Students wishing to take only one of the Grade 13 courses in Modern Approach Mathematics should select this course rather than Mathematics B. Earlier work on functions is enlarged upon, with emphasis on the unifying concept of mapping. Other topics are: the parabola; ellipse and hyperbola; circular functions; transformations; introduction to the differential calculus; derivatives, with their applications to motion problems; maximum and minimum.

Grade 13 Mathematics B M503

A student selecting this course should have completed Mathematics M401 or the equivalent. Mathematics M503 is for students who wish to take a second Grade 13 Modern Approach Mathematics course; students wishing to take only one course should select Mathematics A. The topics covered are: set theory, principles of counting, permutations and combinations, mathematical induction and the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, matrices used to solve equations, complex numbers, polar co-ordinates.

Mathematics M100

A review of basic arithmetic, with application to the world of science and industry; a detailed coverage of the measurement of distance, area and volume in both English and metric units; an introduction to algebra.

Mathematics M200

This course is of particular interest to tradesmen who wish to acquire some knowledge of technical mathematics. Basic algebra is reviewed, and work on formulas and word problems is included. Additional topics are: graphing; an introduction to the slide rule; shop calculations, including gear and pulley speeds; basic geometry; mensuration; introduction to trigonometry.

Mathematics M300

Students selecting this course should have a working knowledge of basic algebra. The algebra covered in M200 is reviewed and extended to include more difficult problems. Additional topics are: ratio and proportion; variation; logarithms; slide rule; area and volume of cylinders, cones, pyramids, prisms and spheres.

Mathematics M400

To be successful in this course, a student must have a knowledge of algebra. The following topics are presented: introduction to the number system; arithmetic of irrational numbers; quadratic equations and their application to problems; functions; relations with emphasis on graphing; basic trigonometry extended to include the solution of oblique triangles; elements of statics, including vectors, moments, composition and resolution of forces, centre of gravity and friction.

Mathematics M250

This first course in the series of three Business Mathematics courses could be undertaken by any student who has completed elementary school arithmetic. It is designed to improve accuracy and speed in arithmetic and to develop the ability to solve certain types of practical problems. The topics covered include: fundamental operations in arithmetic; fractions; percentage problems in banking; invoicing; calculating profit and loss; business graphs; an introduction to algebra.

Mathematics M350

Students selecting this course should have completed at least one course in secondary school mathematics. The topics dealt with are: a review of basic algebra with emphasis on business formulas; buying an automobile; instalment buying and selling; buying and selling real estate; insurance (life, fire and property); buying and selling on commission; preparation of payrolls; practical measurements.

Mathematics M450

Students selecting this course should have completed at least two secondary school mathematics courses. The course is concerned with these topics: income tax procedure, compound interest, buying and selling of stocks and bonds, foreign exchange, excise taxes and customs duties, an introduction to computers, an introduction to statistics.

Grade 13 Algebra (Traditional Approach) M505

(Note: The textbook used in this course is out of print. A student should not request enrolment until he has obtained a text from a former student or has communicated with the Correspondence Courses Branch regarding the availability of a text from the Branch's limited supply.) The course is of particular interest to a student whose background in mathematics is traditional rather than modern, and whose objective is admission to Advanced Technical Evening Classes or other technologists' or technicians' courses. The institution the student is seeking to enter should be consulted to ensure that Grade 13 Traditional Mathematics is acceptable for purposes of admission. Topics of the course include: complex numbers, progressions, ratio and proportion, functions, equations, permutations, combinations, binomial theorem, mathematics of investment. (Note: This course will be discontinued September 1, 1971).

Grade 13 Geometry M507

This course is of particular interest to a student whose background in mathematics is traditional rather than modern, and whose objective is admission to Advanced Technical Evening Classes or other technologists' or technicians' courses. The institution the student is seeking to enter should be consulted to ensure that Grade 13 Traditional Mathematics is acceptable for purposes of admission. The topics covered are: analytic treatments of the straight line, the circle, the parabola, the ellipse, the hyperbola, tangents and diameters. (Note: This course will be discontinued September 1, 1971).

Grade 13 Trigonometry and Statics M509

This course is of particular interest to a student whose background in mathematics is traditional rather than modern, and whose objective is admission to Advanced Technical Evening Classes or other technologists' or technicians' courses. The institution the student is seeking to enter should be consulted to ensure that Grade 13 Traditional Mathematics is acceptable for purposes of admission. Topics of the course are: trigonometric ratios, transformation formulas, identities, the solution of triangles with and without logarithms, properties of triangles and circles, trigonometric equations, forces, conditions for equilibrium, centre of gravity, friction. (Note: This course will be discontinued September 1, 1971.)

Grade 13 Mathematics of Investment M511

A student selecting this course should have completed a Grade 12 Mathematics course. It is of interest to students wishing to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing and consumer credit in general. Topics of the course include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money and calculation of interest rates.

Science

Science SC101

The first ten lessons of this course introduce the student to the science of biology. He studies the way in which plant and animal cells are built and how they perform their functions; the structure and life history of some animals which lack backbones (invertebrates); the structure and life history of representative animals which have backbones (vertebrates); the structure and function of some important organ systems in man. The last ten lessons of the course introduce the student to the science of physics. He studies sound — how it originates, travels and is measured; pressure transmission in liquids and gases; how temperature is measured; some properties of solids, liquids, and gases.

Science SC201

This second level course continues the study of biology and physics begun in SC101. Topics included in the biology section are: a study of the structure and life history of some flowering plants; a study of the structure and life history of some non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment. Topics included in the physics section are: force, work, energy and power, heat, light, electricity, chemical energy.

Science SC203

This second level course which concentrates on physical science would be of interest to students who plan careers in manufacturing and industry. It provides experience in doing scientific experiments and training in making scientific observations and drawing conclusions. Topics studied in physics are: force, energy, power, heat and its transfer, lubrication, sound, electrostatics, current electricity. Topics studied in chemistry are: the composition of matter, mixtures, solutions, combustion and fire-fighting, corrosion.

Physics P300

Mature students may consider taking this course without having taken science at the first and second levels, but some previous work in science and mathematics in secondary school would certainly be beneficial. The course will be useful for students who plan careers in manufacturing and industry and whose objectives do not require standing in an intensive physics course or Grade 13 Physics. Topics studied are: making accurate measurements of all types, use of vernier calipers, simple machines, efficiency of machines, laws of motion as applied to automobiles and falling objects, speed indicators, heat, lighting and industrial uses of electric currents, light and some of its applications in industry, some introductory metallurgy.

Physics P301

The course teaches the fundamental principles and modern developments of physics and prepares a student for Grade 13 Physics P501. Topics studied are: Mechanics — measurement, motion and force, work, energy and power; Vibrations and Wave Motions — wave phenomena, sound, light; Electricity — electrostatics, current electricity, electromagnetism; Modern Physics — electronics, atomic structure, nuclear physics, living in an atomic age.

Grade 13 Physics P501

The background for this course is Physics P301 or its equivalent. It is designed to present physics to students, not as the study of a mere body of facts, but as a continuing process by which men seek to understand the nature of the physical world. Topics studied are: Time, Space and Motion — fundamentals of measurement, functions, motion along a straight-line path, motion in space; Optics and Waves — how light behaves, the particle model of light, waves propagated in one dimension, waves propagated in two dimensions, interference; Mechanics — law of inertia and Newton's law, motion in the earth's gravitational field, universal gravitation

law and the solar system, momentum and the conservation of momentum, work and kinetic energy, potential energy; Electricity and Atomic Structure — electric forces and electric charges, energy and motion of charges in electric fields, electric field and electric potential, the electromagnetic spectrum, Rutherford's model of the atom, photons, matter waves, energy levels, energy levels of hydrogen.

Chemistry C400

This is a non-intensive course in chemistry. (A student who wishes to prepare for Grade 13 Chemistry should choose Chemistry C401.) Topics studied are: characteristics, states, properties and classification of matter; the structure of the atom; chemical combinations; chemical reactions; chemical equations; solutions; ionization; acids, bases and salts; food chemistry; air pollution; water resources and impurities.

Chemistry C401

The course provides an introduction to the experimental study of chemistry and the language of the subject; it prepares a student for Grade 13 Chemistry. Emphasis is placed on a study of the nature of elements and compounds and the reactions they undergo. The following topics are covered: theories of the structure of individual atoms and aggregates of atoms, elements and compounds, the formation of ions, and the periodic classification of elements.

Grade 13 Chemistry C501

The emphasis in this senior course is on understanding the principles of chemistry rather than on acquiring factual knowledge. Topics studied include: development of the atomic theory; principles of chemical reaction; the gas state; kinetic-molecular theory; solutions; periodic classification; atomic structure; historical development and orbital model; chemical bonding; energy in chemical reactions; rates of reactions; qualitative and quantitative aspects of equilibrium; aqueous acids and bases; oxidation and reduction; molecular structure; bonding in solids, liquids and gases; organic chemistry; transition elements; radioactivity. The prerequisite for this course is Chemistry C401 or its equivalent.

Biology BY400

The following topics are studied: possible origins of life; where life occurs; wide variation in the kinds of living things; the structure and life cycles of viruses, bacteria, algae, fungi, ferns, flowering plants, protozoans, flatworms, insects, fish, amphibians, reptiles, mammals; the science of heredity; an introduction to human genetics; ecology; pesticides and pollution; population explosions.

Grade 13 Biology BY501

To succeed in this advanced course of modern biology, a student requires a science background of Chemistry C401 or Biology BY400 or the equivalent Chemistry or Biology course. Students who complete this course gain a better understanding of human biology and of the living world around them, and are prepared for further study of biology at college or university. The course consists of twenty lessons, in which the following topics are studied in depth; the basic chemistry of cell activity; organic molecules and chemical syntheses; energy changes in living things involving ADP and ATP; DNA and RNA and their importance in the genetic code; the structure and function of many of the organ systems of plants and animals. In addition to the above the principles of classification, population control, reproduction and development of organisms, Mendelian genetics, as well as the evidences for and mechanics of evolution are studied.

Geology GL300

This introductory course emphasizes the practical aspects of geologic study — the analysis of topographic and geologic maps and air photographs; the examination of rock, crystal and fossil specimens; the testing of rock samples in the laboratory and in the field; and the practice of making geologic observations. The geological structure and history of Canada, its landscape features, and its rich and varied natural resources are examined and discussed.

Latin and Classical Studies

Latin L201

This first-level Latin course does not require any previous knowledge of Latin and gives the student the opportunity of learning to read, in the original language, simple passages from works of Latin authors. It is based on an up-to-date text, *Latin for Canadian Schools — A New Approach*, and also a resource text describing life in ancient Rome. It helps the student to become better informed about the people whose leadership influenced the history of the Mediterranean world, and to appreciate their contribution to our society. The importance of the recognition of the Latin roots to an understanding of many English words is stressed. This word study should improve the student's written and spoken English. A recording demonstrating the oral reading of stories from the text is supplied with the lessons.

Latin L301

One of the main objectives of this course is to help the student increase his English word power. Because Latin words form the framework of 60% of the words in the English language, studying it is a help in gaining this power. Another objective is to give the student sufficient knowledge of the language to enable him to read Latin literature that inspired Shakespeare and Milton as well as French and Italian writers of distinction. An original Roman Life project is part of the course. Besides an up-to-date textbook, the student will receive on loan a supplementary reference book, a pocket-size reader, and, if he requests it, a Latin recording. The course requires a background of Latin L201 or its equivalent.

Latin L401

This course builds upon the previous training of Latin L301 or the equivalent and offers the more advanced language student an adventure in classical antiquities. It aims to help him to enjoy reading selections in Latin from the masters of the Classics and to appreciate the prose and the poetry of that time. The emphasis is on reading for a comprehension of the content. There are three texts: *Latin for Canadian Schools — A New Approach*, *Selected Latin Readings*, and a resource booklet, *The Mute Stones Speak*, by Paul MacKendrick. In the booklet the exciting story of archaeological "finds" in Italy, such as Pompeii and Herculaneum, is unfolded, by words and pictures. A recording for oral language practice is available for borrowing.

Grade 13 Latin L501

To take this course the student must have the background of Latin L401 or its equivalent. It stresses the appreciation of the works of Roman writers who lived in the Golden Age of Latin literature. Because of their universal appeal the works of these authors have been called Classics. The course includes the necessary grammatical constructions required for reading at this level; it includes also some instructions on the techniques of library research and essay planning and writing. At the conclusion of this course the student should be able to read many Latin passages at sight and appreciate the contribution of the ancient Romans to Western Civilization.

Classical Studies L312x

This ten-lesson, third-level course offers the romance of antiquity to students who are curious about the past, about archaeological explorations and about the story of language sources. It is a cultural background course and will be of interest to students who are not specializing in languages as well as to students of Latin who wish to take it in addition to the regular Latin courses. The first part of the course is directed to reading about archaeological explorations. In the second part of the course, the student is introduced to the science of language, with time. In the second part of the course, the student is introduced to the science of language, with a description of the origin of written language, the method of picture writing called hieroglyphics, and the Greek alphabet, and reference to the Indo-European family of languages, fore-runners of Italic and Hellenic speech. Latin, the language of the ancient Romans, one-time rulers of the Mediterranean world, is presented in the last third of the course by an easy reading approach. Reference texts are provided for each section and interesting projects are assigned.

French

French F101

This course is for those without previous knowledge of French. A student will select it if he wishes to establish the basis for further study of French. The textbook used is *Premières Années de Français*. Records for aural-oral help are supplied.

French F201

This course continues the study begun in French F101 and completes the textbook *Premières Années de Français*. Simple authors texts are included in the course. Practice in oral work is continued.

French F301

A student will select this course if he has French F201 or its equivalent and wishes to continue the study of French. In the textbook *Cours Moyen Part I* Lessons 1 to 12 are covered. An authors text is assigned for intensive reading and two easy texts for reading for comprehension. Practice in conversational exercises is directed by records loaned to the student.

French F401

The background for this course is French F301 or its equivalent. Lessons 13 to 26, *Cours Moyen Part I*, are covered. One text is assigned for intensive reading and one for extensive reading for comprehension. Additional reading is recommended. Aural-oral practice is required through the use of a series of records supplied with the lessons.

Grade 13 French F501

This advanced course in French combines authors and composition. The background required is French F401 or its equivalent. The course prepares the student for university studies in French, giving an introduction to critical appreciation of French literature: the short story, the play, the novel. Completion gives two credits toward the Secondary School Honour Graduation Diploma. The authors and composition textbooks for 1970-1971 are given on an earlier page of this booklet. Composition covers study and drill in grammar, objective tests and creative writing. Sight reading is included in the course. Aural work in dictation and comprehension is required.

Commercial and Business Courses

Typewriting I TY100

This is a beginner's course teaching the basic techniques for using the typewriter. (The student must supply his own typewriter.) The topics covered include the techniques of touch typing, the setup and placement of material, personal and business letters, and simple tabulation. The course provides a student with sufficient background in typewriting for personal use and a sound foundation for further development of the skill.

Typewriting II TY200

This course is designed to develop and expand the skills taught in Typewriting I TY100. (The student must supply his own typewriter.) It reviews the basic skills, and includes advanced tabulation, business letters, business forms, and duplicating methods. There is also considerable practice in simple composition at the typewriter, and in the use of punctuation. A student who completes this course should be able to fill the position of junior typist in a business office.

Office Procedures I OP300

This course covers basic office procedures and assists the student to improve his typing skill. Among the topics included are principles of filing, methods of processing data, transportation, postal facilities and statistical and legal forms. Students should have standing in Typewriting TY200 or its equivalent before attempting Office Procedures I.

Office Procedures II OP400

This course provides further development of typing skill and additional information on modern office procedures. It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, minutes and itineraries. Office Procedures I OP300 provides the background for this course.

Shorthand I SH300

This is an introductory course in Pitman Shorthand. Students taking it will find a knowledge of typewriting an asset. The vocabulary is based on the 1,000 most common words, and covers the work in *The New Basic Course in Pitman Shorthand*, with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. The student must be able to obtain a record player capable of playing 45 r.p.m. records, which are supplied. Completion of the course provides a sound foundation for Shorthand II SH400.

Shorthand II SH400

This advanced course in shorthand is primarily a dictation and transcription course, designed to increase a student's speed in taking dictation, and in producing an accurate and attractive transcript at the typewriter. Students should have standing in Shorthand I SH300 and Typewriting II TY200 or the equivalent before taking this course. It covers the work in the Pitman Shorthand Dictation and Transcription text, with increased emphasis on phrasing and expanded vocabulary. Records for dictation purposes are supplied. The student must be able to obtain a record player capable of playing both 45 and 33½ r.p.m. A student who completes this course should be qualified for a position as a junior stenographer in a business office.

Bookkeeping I BK301

This is an introductory course describing the principles and practices used in setting up records, recording daily transcriptions, preparing financial statements and adjusting and closing the books. A student who completes it should be able to set up and operate a system for a small retail store.

Bookkeeping II BK401

Before taking this course a student should have completed Bookkeeping BK301 or its equivalent. It is designed to expand the knowledge of double-entry bookkeeping as applied to drafts, bank reconciliation, adjustments, classification and analysis of financial statements, partnership, payroll records, voucher system and non-trading organizations. A student who completes it is prepared for Accountancy AC401 and should be able to maintain a simple set of books for a small business or fill a junior bookkeeper's position.

Accountancy AC401

Before taking this course a student should have completed Bookkeeping BK401 or its equivalent. It teaches basic Canadian accounting practices, provides detailed instruction in accounting procedures for a manufacturing concern, for a partnership, and for a limited liability company, and deals with departmental and cost accounting. (A student should note that the course does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.)

Grade 13 Accountancy Practice AC501

This is an advanced course in accounting. To take it, a student should have standing in Accountancy AC401 or the equivalent. It gives a thorough coverage of accounting for bond issues, reserves and allowances, interpretation of accounting data, the voucher system, and developments in accounting procedures. (A student should note that the course does not prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.)

Business Practice BP100

The object of this course is to give the student some basic knowledge of modern business practices and papers so that he may carry out common business transactions. It is a very elementary course dealing with business procedures as they apply to a student's personal, social, and business life. It is not recommended for mature students.

Marketing I MK300

This introductory course in marketing, which is written with the consumer's point of view in mind, gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at the different types of stores in operation, such as the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of store ownership, selection of location, selection of store equipment, merchandise purchasing and pricing policies. The course concludes with a brief study of salesmanship. When the student has completed the course he should have a better understanding of retailing and be a more careful shopper.

Business Organization and Management BO300

This introductory course is a study of the world of business. It examines the way in which businesses are owned, organized and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations — how a business is organized in preparation for production, and the complexities of the actual production process. Departments that exist in a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

Business Law BL400

This is an introductory course in Canadian business law, designed to provide a student with knowledge of the law as it applies to ordinary business and private affairs. The student may gain some knowledge of his legal rights and obligations, and learn to recognize situations in which he should obtain professional legal advice. The course does not prepare him to handle legal affairs. It begins with a brief consideration of the origin of law, classes of law, and the administration of law and develops as a concentrated study of business law, with emphasis on the laws of contracts. It concludes with a brief look at the laws pertaining to negotiable instruments, employment, and sales.

IV Vocational Courses

1. Vocational Correspondence Courses

Correspondence courses in a number of vocational fields are offered to adults on the payment of a nominal fee. They are likely to be useful to tradesmen or others wishing to learn something of the theories and principles of a particular trade. Completion of any of them does not give standing towards any secondary school diploma and does not confer certification in any trade. Correspondence courses are not offered in secondary school technical and vocational subjects.

Each of the courses consists of twenty lessons. Each lesson requires ten or more hours of study and includes a written assignment which may be sent in for correction. A student must make his own arrangements for accomplishing any practical work suggested. No additional textbook need be purchased, but a list of supplementary references is provided. Any of the courses may be commenced at any time. Application Form D can be obtained from the Correspondence Courses Branch.

The fee for each of the courses is \$10. A money order for this amount made payable to the Treasurer of Ontario must accompany the student's application for enrolment.

Automotive Mechanics II:

This course covers methods of servicing, reconditioning and remanufacturing automobile engines, and the operation and servicing of the common types of carburetors. Each lesson includes a project based on practical observation.

Automotive Mechanics III:

This course covers the electrical systems of modern automobiles and gives a general outline for servicing them.

Carpentry I:

This course covers the fundamental principles of woodworking.

Carpentry II:

This course describes the operations required to complete the framework and outside finish of a frame house.

Carpentry III:

This course has as its main topics the trim and inside finish of a house.

Machine Shop Practice I:

This course covers the fundamental principles and operations of bench work.

Machine Shop Practice II:

This course covers the fundamental principles and operations of machines commonly used in a machine shop.

Machine Shop Practice III:

This course covers more advanced bench and metallurgical work.

Radio Theory and Practice II:

This course covers radio servicing.

2. Other Sources for Vocational Courses

Ontario has many institutions offering vocational training through day or evening classes.

A person wishing to obtain standing in secondary school technical or vocational subjects should enquire at his local secondary school about the possibility of covering the subjects in class.

A person wishing to obtain training as a tradesman or standing as a technician should enquire about the availability of courses at the following:

A. Colleges of Applied Arts and Technology in these locations:

Algonquin College

of Applied Arts and Technology

School of Business Campus

1385 Woodroffe Ave.

Ottawa, Ontario

School of Technology

Rideau Campus

224 Carling Ave.

Ottawa, Ontario

Upper Ottawa Valley Campus

200 Lees Ave.

Ottawa, Ontario

315 Pembroke St. East

Pembroke, Ontario

St. Lawrence College

of Applied Arts and Technology

Cornwall Campus

P.O. Box 6000

Kingston, Ontario

Brockville Campus

P.O. Box 399

Cornwall, Ontario

Brockville, Ontario

Sir Sandford Fleming College

of Applied Arts and Technology

Forestry Campus

P.O. Box 653

Peterborough, Ontario

33 Russell St. East

Lindsay, Ontario

Loyalist College

of Applied Arts and Technology

P.O. Box 4200

Belleville, Ontario

Durham College

of Applied Arts and Technology

Simcoe St., P.O. Box 385

Oshawa, Ontario

Centennial College

of Applied Arts and Technology

Transportation and Industrial
Power Technology Division

651 Warden Ave.

Scarborough, Ontario

936 Warden Ave.

Scarborough, Ontario

Humber College

of Applied Arts and Technology

Northern Campus

P.O. Box 1900

Rexdale, Ontario

Southern Campus

3495 Lakeshore Blvd.

Toronto, Ontario

Queensway Campus

56 Queen Elizabeth Blvd.

Toronto, Ontario

*Seneca College
of Applied Arts and Technology*
Sheppard Avenue Campus

1750 Finch Ave. East
Willowdale, Ontario
43 Sheppard Ave. East
Willowdale, Ontario

*Sheridan College
of Applied Arts and Technology*
Brampton Campus
Lorne Park Campus
School of Design
Oakville Campus

98 Church St. East
Brampton, Ontario
1460 South Sheridan Way
Port Credit, Ontario
Oakville, Ontario

*Mohawk College
of Applied Arts and Technology*

Fennell Ave. and West 5th St.
Hamilton, Ontario

*Niagara College
of Applied Arts and Technology*
School of Horticulture

Woodlawn Rd.
Welland, Ontario
Niagara St.
St. Catharines, Ontario

*Fanshawe College
of Applied Arts and Technology*

P.O. Box 4005, Terminal C
1460 Oxford St.
London, Ontario

*St. Clair College
of Applied Arts and Technology*

Southern Campus
Northern Campus
Business Office

2000 Talbot Rd. West
Windsor, Ontario
815 Mercer St.
Windsor, Ontario
660 Ouellette Ave.
Windsor, Ontario

*Lambton College
of Applied Arts and Technology*

P.O. Box 969
South Vidal St.
Sarnia, Ontario

*Conestoga College
of Applied Arts and Technology*

299 Doon Valley Dr.
Kitchener, Ontario

*Georgian College
of Applied Arts and Technology*

401 Duckworth St.
Barrie, Ontario

*Cambrian College
of Applied Arts and Technology*

261 Notre Dame Ave.
Sudbury, Ontario

North Bay Campus

P.O. Box 478
Worthington and Ferguson
North Bay, Ontario

Sault Ste. Marie Campus

P.O. Box 60
443 Northern Ave.
Sault Ste. Marie, Ontario

*Northern College
of Applied Arts and Technology*

Business Office

P.O. Box 1062
155 Pine St. South
Timmins, Ontario

Porcupine Campus

P.O. Box 160
South Porcupine, Ontario

Kirkland Lake Campus

140 Government Rd. East
Kirkland Lake, Ontario

Haileybury Campus
School of Mines

P.O. Box 428
Haileybury, Ontario

*Confederation College
of Applied Arts and Technology*

P.O. Box 398
Thunder Bay, Ontario

*George Brown College
of Applied Arts and Technology*

21 Nassau St.
Toronto, Ontario

Dartnell Campus

37 Dartnell Ave.
Toronto, Ontario

Terauley Campus

51 Terauley St.
Toronto, Ontario

Bloor Campus

33 Bloor St. East
Toronto, Ontario

Keele Campus

323 Keele St.
Toronto, Ontario

College Street Campus

507 College St.
Toronto, Ontario

B. Ryerson Polytechnical Institute, 50 Gould Street, Toronto

C. any secondary school where Advanced Technical Evening Courses (ATEC) are offered

Ontario residents wishing information about apprenticeship training should apply to the Industrial Training Branch, Department of Labour, 74 Victoria Street, Toronto.

